MEMORANDUM

To: EBMT Center Directors and Lead Data Personnel

From: Douglas Rizzo, MD, MS and Carmen Ruiz de Elvira, PhD

Date: March 20, 2009

Re: Handling “Forms Due” lists from CIBMTR and understanding which data is to be reported to CIBMTR and which to the EBMT data center

CIBMTR recently began providing weekly Forms Due reports to transplant centers from the FormsNet 2™ application. This Forms Due report lists all Comprehensive Report Forms (cRF) and TED level forms (equivalent to MED-A) due for all patients. In the past, the EBMT data center electronically forwarded the MED-A data to the CIBMTR from centers that had given their permission. Since December 2007 when the FormsNet application was implemented the CIBMTR has not been able to receive this electronic transfer of Med-A data. As a result MED-A (TED) level forms appear on the CIBMTR Forms Due report as being “overdue” even though you may have already submitted these data to the EBMT. These Med-A “overdue” forms listed on the report should be ignored as the data will be electronically transferred by the EBMT data center once the electronic data transfer is reestablished.

Following are instructions for sorting the Forms Due report by Med-A and Comprehensive Report Forms.

1. Open the Excel formatted Forms Due report.
2. Click on one of the cells in the “Form ID” column.
3. Click on “Data,” at the top of the page, then “Sort.” The “Sort by” field should say “Form ID.”
4. Further sort within each Form ID, by selecting an option (“CIBMTR Recipient ID,” “Event Date,” etc.) in the “Then by” field
5. Click “OK.”

Forms 2400, 2450, and 2455 are TED level (Med-A level) forms. The data for these forms will be obtained from the EBMT, and data submission directly to CIBMTR is not required. All other forms (2000, 2100, 2200, 2300, etc.) are Comprehensive Report Forms. Please submit these forms directly to CIBMTR, either in FormsNet or on paper.

CIBMTR is working to restore future electronic data transfer from EBMT but such systems will not be available for the foreseeable future. We realize that we cannot expect centers to provide
MED-A level follow-up data to both EBMT and CIBMTR. We will collect these follow-up data from EBMT once systems are re-connected, and we encourage all centers to maintain timely follow-up with the EBMT.

Because of large differences in data elements and format between MED-B data and CIBMTR cRF data, there has never been an “electronic pathway” for those data to be transferred from EBMT to CIBMTR. Therefore, CIBMTR plans to continue to request follow-up wherever possible for patients for whom it has cRF data. Follow-up for these patients can be submitted to CIBMTR on paper forms or electronically in the FormsNet application. These patients also appear on the Forms Due reports, and CIBMTR wishes you to respond to requests for follow-up data on cRF for them.

CIBMTR understands that the current Forms Due report is not optimal for EBMT centers. We apologize for this inconvenience. We appreciate your patience as we work to restore electronic data transmission between the EBMT and CIBMTR databases. Please feel free to contact your CIBMTR liaison if you have additional questions about the Forms Due reports.